

**ON THE JOB TRAINING RECORD  
CONTINUATION SHEET**

A 4-month training evaluation was conducted on the undersigned on \_\_\_\_\_. The OA Recruiter JQS 8R000-003 dated \_\_\_\_\_ was used as a guide and the recruiter was evaluated as follows:

Instructions: The following items must be evaluated. **Validate the recruiter can perform each task through observation.** These tasks are time phased for completion by the 4th month of training. **Note: You do not need to wait until the evaluation is due to evaluate individual tasks. You may complete this form as training progresses and finish it at the 4-month evaluation due date.**

**Ratings:**

**S** = Satisfactory level indicates trainee is able to do all parts of the tasks, needing infrequent guidance to complete work, and meets local demands for speed and accuracy, while meeting production requirements.

**U** = Unsatisfactory level means the trainee is unable to do simple parts and needs to be shown how to do most of the task.

Any task identified by an \* which is rated unsatisfactory, will result in the entire evaluation to be rated unsatisfactory. Any task identified by an \* which is not closed out by the end of the time phasing will render the entire evaluation unsatisfactory.

**1. PROCESS KNOWLEDGE**

- \_\_\_\_\_ \* 1.1. Demonstrates how to prepare initial interview forms. (H/O)
- \_\_\_\_\_ \* 1.2. Demonstrates proficiency in preparation of applications and forms, by specialty programs, using program announcements and application guides. (H/O)
- \_\_\_\_\_ \* 1.3. Demonstrates ability to verify licensure of health care professionals, to include DEA if applicable. (H)
- \_\_\_\_\_ \* 1.4. Can demonstrate pay computation and determine grade eligibility of applicants. (H)
- \_\_\_\_\_ 1.5. Demonstrates ability to process applications on members of the Reserve and Guard, or who otherwise hold commissioned/enlisted status in any other branch of service. (H/O)
- \_\_\_\_\_ 1.6. Can explain "specified periods of time" contracts. (H/O)
- \_\_\_\_\_ 1.7. Demonstrate the ability to counsel applicants on active duty service commitments. (H/O)
- \_\_\_\_\_ \* 1.8. Schedules applicants/selects for all stages of processing. For OTS applicants this includes testing, physicals, DEP (if eligible) and EAD. (H/O)
- \_\_\_\_\_ \* 1.9. Demonstrates how to conduct quality control checks on applications, to include the physical exam, prior to submission. (H/O)
- \_\_\_\_\_ 1.10. Demonstrates knowledge of the applications processing procedures at HQ AFRS and AFPC. (H/O)
- \_\_\_\_\_ 1.11. Understands and is able to explain policy governing oath and commissioning procedures. (H)
- \_\_\_\_\_ 1.12. Demonstrates ability to assist officer accessions selects with arranging shipment of household goods and obtaining TRs and advance travel pay. (H/O)
- \_\_\_\_\_ 1.13. Demonstrates how to convert GPAs from quarter to semester hours and arrive at a GPA using transcripts from each school attended. (H/O)
- \_\_\_\_\_ \* 1.14. Understands what additional statements are required as part of the application (Pre-service marijuana usage, etc.). (H/O)
- \_\_\_\_\_ 1.16. Understands the procedures for a selected applicant who declines IAW AETCI 36-2002. (H/O)
- \_\_\_\_\_ 1.17. Demonstrates how to ensure a pre-departure interview is scheduled with the squadron commander within 15 days of class start. (O)
- \_\_\_\_\_ 1.18. Understands and can explain how the specialty consultant and SG consultant interview process works. (H)

**2. PROGRAM KNOWLEDGE**

- \_\_\_\_\_ \* 2.6. Demonstrates ability to set up Program Book with current program announcements and applicable regulations. (H/O)
- \_\_\_\_\_ \* 2.11. Demonstrate understanding of HQ Air Force Officer Accessions and Training Schools (HQ AFOATS) current Basic Officer Training (BOT) and Commissioned Officer Training (COT) requirements as per AFOATS Website. (H/O)

LAST NAME, FIRST NAME, MIDDLE INITIAL

#### 4 – Month Evaluation Continued

##### 3. LEAD GENERATION

- \_\_\_\_\_ \* 3.6. Deliver a persuasive presentation/speech tailored for a specific audience. (H/O)
- \_\_\_\_\_ \* 3.7. Obtain lists from colleges/universities and professional agencies. (H/O)
- \_\_\_\_\_ \* 3.8. Demonstrates lead generation by participating in career days/job fairs/conventions. (H/O)
- \_\_\_\_\_ \* 3.9. Demonstrate how to maintain and document actions and activities in AFRISS (mail-outs, visits, COIs, refinement, etc) (H/O)
- \_\_\_\_\_ \* 3.10. Demonstrates how to conduct COIs and generate Officer Accession leads. (H/O)
- \_\_\_\_\_ \* 3.11. Obtain leads through perpetuation. (H/O)
- \_\_\_\_\_ \* 3.12. Plan and target an effective mail- out program. (H/O)

##### 4. TELEPHONE PROSPECTING

- \_\_\_\_\_ \* 4.1. Employ proper techniques for planning telephone prospecting. (H/O)
- \_\_\_\_\_ \* 4.2. Demonstrate how to call highest priority of leads. (H/O)
- \_\_\_\_\_ \* 4.3. Obtain an appointment (and confirm date, time, location and transportation arrangements). (H/O)

##### 5. MANAGING LEADS

- \_\_\_\_\_ \* 5.1. Create, maintain, close, and suspend leads in AFRISS. (H/O)
- \_\_\_\_\_ 5.2. Reroute leads to another recruiter. (H/O)

##### 6. PROFESSIONAL SELLING SKILLS and PRODUCT KNOWLEDGE

- \_\_\_\_\_ \* 6.1. Demonstrate opening by; a. Proposing an agenda b. Stating the value to the customer c. Checking for acceptance (H/O)
- \_\_\_\_\_ \* 6.2. Demonstrates probing by; a. Using open probes to explore the customer's: 1. Circumstances 2. Needs (H/O)
- \_\_\_\_\_ \* 6.3. Demonstrates supporting by a. Acknowledging the need b. Describing relevant features and benefits c. Checking for acceptance (H/O)
- \_\_\_\_\_ \* 6.4. Demonstrates closing by; a. Reviewing previously accepted benefits b. Proposing next steps for you and the customer c. Checking for acceptance (H/O)
- \_\_\_\_\_ \* 6.5. Demonstrates overcoming customer indifference by; a. Acknowledging the customer's point of view b. Requesting permission to probe c. Probing to create customer awareness of needs: 1. Exploring the customer's circumstances for: Opportunities & Effects 2. Confirming the existence of a need (H/O)

##### 7. OPERATIONS

- \_\_\_\_\_ 7.1. Conduct, validate and maintain market surveys. (H/O)

**OVERALL RATING: SATISFACTORY / UNSATISFACTORY**---If **Unsatisfactory**, you must develop a training plan by tasks and subtasks requiring training. Strengths and weaknesses must be identified in relationship to tasks and subtasks. For example: Good at closing sales, establishing rapport, etc., as opposed to great attitude, nice person.

**STRENGTHS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**4 – Month Evaluation Continued**

**WEAKNESSES:** (All Unsatisfactory tasks must be identified) \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**PLAN TO CORRECT TRAINING DEFICIENCIES:** (Must be task and subtask related, Ex: Task 2(a)(1), etc.)

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this evaluation is rated **SATISFACTORY** and the recruiter in non-ATB year-to-date, justify your rating:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Evaluator Rank/Name/Signature (Date)

\_\_\_\_\_  
Recruiter Rank/Name/Signature (Date)

**Note: File this evaluation in Tab 2 of AF Fm 623, OJT Record and forward to squadron RST immediately.**

**RST COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SQ RST Rank/Name/Signature

\_\_\_\_\_  
Date

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**4 – Month Evaluation Continued**

**CCU Review:** I certify I have reviewed this training evaluation and CONCUR / NON-CONCUR with the rating. (If non-concur, provide justification below) If a training extension is requested, approval IS / IS NOT recommended. The training plan (if required) is APPROVED / MODIFIED (circle one) as follows:

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If you concurred with the **SATISFACTORY** rating and the recruiter is non-ATB year-to-date, justify your concurrence:

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\_\_\_\_\_  
SQ CCU Rank/Name/Signature

\_\_\_\_\_  
Date

☐ Train Track updated \_\_\_\_\_  
(Date) (Initials)

OPR: HQ AFRS/RSOT--23 JAN 2003

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